



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JOHN M. HOUSTON
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Mental Health Specialist III **NUMBER:** 09-07
JOB CODE: A6500 **DATE:** 10/30/09
SALARY RANGE: 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8828275
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130-1410

QUALIFICATIONS: Master's degree in a human services field including but not limited to the following disciplines:

Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, as well as any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs, plus considerable experience (48 months or more) in the intellectual disabilities field, including experience (24 months or more) in an administrative or supervisory capacity.

KIND OF WORK: This is advanced professional and administrative work providing and directing other mental health professionals in linking persons, families, agencies and the general public seeking services to the Department of Mental Health/Intellectual Disability Division Services. This position will be responsible for gathering and supervising those responsible for gathering initial application information to refer persons to their 310 agency (case management) or other appropriate resources. The employee in this class will also act as a liaison to ensure that the appropriate Regional Community Services office is notified regarding all persons applying for service in their respective regions. This employee must also have good knowledge of community resources and be able to provide supervision, guidance and/or training/technical assistance to staff and others in regards to these resources. Supervision will be exercised over professional and clerical employees engaged in the aforementioned tasks. General supervision is received from and administrative supervisor who reviews performance results and is available on matters of policy.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of mental health systems and service delivery. Knowledge of eligibility criteria to enter into the DMH/ID service delivery system. Knowledge of human behaviors and clinical dynamics of persons with an intellectual disability. Ability to establish and maintain contact with high level officials and various other public agencies. Ability to plan, organize, and prioritize work activities. Ability to supervise and evaluate the work of others. Ability to organize and assign work activities for staff. Ability to understand and interpret standards, policies, and regulations. Ability to communicate effectively, both orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental health and Mental Retardation Facility Personnel Offices, or visit our website at www.mh.alabama.gov.

Only work experience detailed on the application will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health and Mental Retardation, P.O. Box 301410, RSA Union Building, 100 North Union Street, Montgomery, Alabama 36130. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the college or university to the personnel office at the above address.

DEADLINE: November 20, 2009